

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY COLLECTION OF DATA FOR THE HAZARDOUS WASTE REPORT

Supplementary Directions

If the site was regulated as a large quantity generator for any month during the calendar year and/or a treatment, storage, or disposal facility of hazardous waste, the site must submit the required data in the form and format required by the Director under the authorization for Part 111, Hazardous Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. The Michigan Department of Environmental Quality (MDEQ) is required to collect data based on the most recent Federal Information Collection Request and submit the data to the U.S. Environmental Protection Agency (U.S. EPA). The data submitted to the MDEQ will be compiled, formatted, and submitted, as required, to the U.S. EPA.

The required data covers hazardous waste activities during the previous odd numbered year. If the site does not receive a report packet by February 1 (even numbered years) for the required data please contact the MDEQ immediately at 517-335-2690 and ask for the Hazardous Waste Reporting Staff. The complete report must be returned to the Michigan Department of Environmental Quality, Waste and Hazardous Materials Division, by March 1 in accordance with federal and state rules. The format of the reports sent this year is slightly different than previous years.

The reports will include the following documents:

1. Site Identification Verification Form – EQP5150-v
 - large quantity generator
 - treatment, storage, or disposal facility
2. On-site Waste Generation and Management Form
 - large quantity generator
 - treatment, storage, or disposal facility, if the data was not submitted as part of a monthly operating report
3. Generator Manifest Confirmation form
 - large quantity generator if there are manifests for waste shipped off-site and the MDEQ does not have all of the required data
 - treatment, storage, or disposal facility – not applicable
4. TSD Manifest Confirmation form
 - large quantity generator – not applicable
 - treatment, storage, or disposal facility, if there are manifests for waste received on-site and the MDEQ does not have all of the required data.

DO NOT SUBMIT ANY U.S. EPA HAZARDOUS WASTE (BIENNIAL) REPORTING FORMS

SITE IDENTIFICATION VERIFICATION FORM: Please review the data shown on the form. This is the data that reflects what is currently on file for this site location. You are required to make changes, corrections, or add missing data in the gray shaded area(s) and return the signed and dated form to the MDEQ as part of the Hazardous Waste Report. For security reasons, the nine-digit tax identification number is denoted by the first two digits, XXXs, and the last two digits. Please verify the four numbers are correct to determine if you need to submit a corrected tax number. Line-by-line instructions for this form are available on the Internet at http://www.michigan.gov/documents/deq/deq-whm-hwp-EQP5150-directions-with-form_214511_7.pdf.

Be sure to check the appropriate box(es) under reason for the submittal. You need to indicate the form is being submitted as a component of the biennial report and as a subsequent or as an initial notification. Indicate this is a subsequent notification unless:

- » The site identification number is assigned to a previous business/facility or operator/owner at this site's location. If you are not the business/facility or owner/operator indicated pre-populated on this form you must notify the MDEQ and obtain a Site Identification Number by indicating that this is the initial notification for this site.
- » If you moved to a location, other than the one pre-populated on the form, you must submit an initial notification for the new location.

[Note: A user charge of \$50. is required to be submitted with the form if this is an initial notification, either follow the directions on the WDS web page at <http://www.deq.state.mi.us/WDSPI/> or contact the MDEQ for further instructions 517-373-4794 and ask for staff working in Site Identification Unit.]

Verify that we have the complete legal name of the facility and that any division, plant number, d/b/a, or other site name is indicated as the site specific name.

Enter the NAICS (North American Industrial Classification Standard Code) that applies to the whole facility on this site. You can obtain NAICS codes from the following sources:

- NAICS web site at <http://www.census.gov/epcd/www/naics.html> or <http://www.naics.com>
- Income tax form 1120 series
- Some libraries

For location or mailing address please verify we have the complete street address which usually includes, for example, "street", "avenue", "north or N", or some other description, in address line 1. If there is additional information such as a suite, building, or site number, please enter the data in address line 2.

If the site does not have an actual location street address, such as in the case of a spill, then please enter in the latitude and longitude to the specificity of five decimal points in address line 1 and the closest street name in address line 2. Also, the State, Province, or Subdivision using the two-letter postal code abbreviation.

Enter in the approximate/average number of employees. In some cases the site does not have staff on-site at all times or the site was the location of a spill. In that case enter respectively, UNMANNED or REMEDIATION.

It is very important when hazardous or liquid industrial waste was generated that a record of owners and operators of the site is recorded with accurate dates. This data is used to match all other data (e.g., compliance) to the specific facility/business. On the pre-populated form there may be a date of 1/1/1970 which is a place holder date and should be corrected to the most accurate date available.

You must have an authorized representative sign and date the form. The date the form is signed will be the date used to designate when the indicated site activity in Part X began. If the site activity is the same as previous years the date just indicates a verification of the data. However, if there is a change in the activity status under 10.A.1. a-c or 10.C.1, 2, 4, or 5 from your current activity, the actual date of the change could impact user fee invoice packets. In this case please indicate the actual date of the site activity change reflected on this form in the comment section. To determine the current site activity, go to the public web site at <http://www.deq.state.mi.us/WDSPI/>.

ON-SITE GENERATION AND MANAGEMENT FORM: If the site generates hazardous waste on-site and then manages any of the hazardous waste on-site, this form is required to be completed, signed, and submitted as part of the Hazardous Waste Report.

GENERATOR MANIFEST CONFIRMATION FORM: This is a listing of any manifest(s) the MDEQ does not have all of the data necessary to submit a biennial report to the EPA. This may not be a complete list of all manifests for hazardous waste shipped off-site during calendar year. As required, if any data is missing, it must be supplied at this time by the site. Enter the missing data in the boxes. For a complete listing of manifests on record with the MDEQ, go to the Web page at <http://www.deq.state.mi.us/WDSPI/>

TSD MANIFEST CONFIRMATION FORM: This is a listing of any manifest(s) the MDEQ does not have all of the data necessary to submit a biennial report to the U.S. EPA. This may not be a complete list of all manifests for hazardous waste received on site during calendar year. As required, if any data is missing, it must be supplied at this time by the site. Enter the missing data in the boxes. For a complete listing of manifests on record with the MDEQ go to the web page at <http://www.deq.state.mi.us/WDSPI/>

CONTACTING THE MDEQ: If you need assistance regarding your site activity, District staff is available to help you. You can contact the District directly; you can obtain their telephone number on the web at [Locations](#) or by calling the MDEQ at 517-335-5318, pressing 4 for our receptionist, and ask for District staff. If you have any questions regarding completing any of the forms please call 517-373-4794 and ask for staff working with Site Identification or the Hazardous Waste Report.

FEDERAL DEFINITION OF (Active TSDF) UNIVERSE:

If the site is a treatment, storage, or disposal facility with any regulated unit(s) on-site having one of the following legal and operating status code combinations they are required to submit data for the TSDF. The list of legal and operating code combinations has been amended since the 2005 reporting cycle after continued discussions with the EPA – Region 5 staff on this issue. To review the current legal and operating codes assigned to the units at a site go to the MDEQ web page at <http://www.deq.state.mi.us/WDSPI/>

This universe includes TSDFs (treatment, storage, and disposal facilities) subject to federal RCRA TSDF (or authorized State Hazardous Waste Program) regulations, permits, and orders. Federally Regulated TSDFs include units that are classified under a permit; classified under a 3008(h), 3013, or 7003 Order; referred for corrective action; or identified as being operated illegally. These units are still regulated under RCRA even if waste is no longer, or not yet, on site. A site is considered a federally regulated TSDF until all its TSD units have been verified as having completed clean closure or post-closure care, or have been referred to CERCLA, or Superfund.

EMAB	Emergency Permit - ABANDONED
EMCV	Emergency Permit - Converted But Not RCRA Closed
ISAB	Interim Status - Abandoned
ISCN	Interim Status - Constructed, Not Yet Managing Hazardous Waste
ITAB	Interim Status Terminated - Abandoned
LIAB	Loss Of Interim Status - Abandoned
LPAB	Loss Of Pre-mod Authorization - Abandoned
LPCA	Loss Of Pre-mod Authorization - Referred to Corrective Action
NNAB	Non-notifier/illegal - Abandoned
PCAB	Post-closure Permitted - Abandoned
PCCV	Post closure permitted - converted but not yet RCRA closed
PCOP	Post closure permitted - operating, actively managing RCRA waste

PIAB	Permitted - Abandoned
PIBC	Permitted - Before Construction
PICN	Permitted - Constructed, Not Yet Managing Hazardous Waste
PICV	Permitted - Converted But Not RCRA Closed
PIUC	Permitted - Under Construction
PMAB	Pre-mod Authorization - Abandoned
PMCA	Pre-mod Authorization - Referred to Corrective Action
PMCV	Pre-mod Authorization - Converted But Not RCRA Closed
PMDC	Pre-mod Authorization - Delay Of Closure
PMIN	Pre-modification authorization - inactive/closing, but not RCRA closed
PTAB	Permit Terminated/permit Expired, Not Continued - Abandoned
PTCA	Permit Terminated/permit Expired, Not Continued - Referred to Corrective Action
RDAB	Research, Development, And Demonstration Permit - Abandoned
RDCA	Research, Development, And Demonstration Permit - Referred to Corrective Action
RDCV	Research, Development, And Demonstration Permit - Converted But Not RCRA Closed
RQAB	Requested but not approved -abandoned
RQCA	Requested but not approved - referred to corrective action for closure
RQCP	Requested but not approved - closed with waste in place
RQDC	Requested but not approved - Delay Of Closure
RQIN	Requested but not approved - inactive/closing, but not RCRA closed
RUAB	Permit-by-rule - Abandoned
RUCA	Permit-by-rule - Referred to Corrective Action
TAAB	Temporary Authorization - Abandoned
TACA	Temporary Authorization - Referred to Corrective Action
TACP	Temporary authorization - closed with waste in place
TACV	Temporary authorization - converted but not RCRA closed
EMCA	Emergency Permit - Referred to Corrective Action
EMCP	Emergency Permit - Closed With Waste In Place
EMDC	Emergency Permit - Delay Of Closure
EMIN	Emergency Permit - Inactive/closing, But Not Yet RCRA Closed
EMOP	Emergency Permit - Operating, Actively Managing RCRA-regulated Waste
ISCA	Interim Status - Referred to Corrective Action
ISCP	Interim Status - Closed With Waste In Place
ISDC	Interim Status - Delay Of Closure
ISIN	Interim Status - Inactive/closing, But Not Yet RCRA Closed
ISOP	Interim Status - Operating, Actively Managing RCRA-regulated Waste
ITCA	Interim Status Terminated - Referred to Corrective Action
ITCP	Interim Status Terminated - Closed With Waste In Place
ITDC	Interim Status Terminated - Delay Of Closure
ITIN	Interim Status Terminated - Inactive/closing, But Not Yet RCRA Closed
ITOP	Interim Status Terminated - Operating, Actively Managing RCRA-regulated Waste
LICA	Loss Of Interim Status - Referred to Corrective Action
LICP	Loss Of Interim Status - Closed With Waste In Place
LIDC	Loss Of Interim Status - Delay Of Closure
LIIN	Loss Of Interim Status - Inactive/closing, But Not Yet RCRA Closed
LIOP	Loss Of Interim Status - Operating, Actively Managing RCRA-regulated Waste
LPCP	Loss Of Pre-mod Authorization - Closed With Waste In Place
LPDC	Loss Of Pre-mod Authorization - Delay Of Closure
LPIN	Loss Of Pre-mod Authorization - Inactive/closing, But Not Yet RCRA Closed
LPOP	Loss of Pre-mod Authorization - Operating, Actively Managing RCRA-regulated Waste
NNCA	Non-notifier/illegal - Referred to Corrective Action
NNCP	Non-notifier/illegal - Closed With Waste In Place
NNDC	Non-notifier/illegal - Delay Of Closure
NNIN	Non-notifier/illegal - Inactive/closing, But Not Yet RCRA Closed
NNOP	Non-notifier/illegal - Operating, Actively Managing RCRA-regulated Waste
PCCA	Post-closure Permitted - Referred to Corrective Action
PCCP	Post-closure Permitted - Closed With Waste In Place
PCDC	Post-closure Permitted - Delay Of Closure
PCIN	Post-closure Permitted - Inactive/closing, But Not Yet RCRA Closed

PICA	Permitted - Referred to Corrective Action
PICP	Permitted - Closed With Waste In Place
PIDC	Permitted - Delay Of Closure
PIIN	Permitted - Inactive/closing, But Not Yet RCRA Closed
PIOP	Permitted - Operating, Actively Managing RCRA-regulated Waste
PMCP	Pre-mod Authorization - Closed With Waste In Place
PMOP	Pre-mod Authorization - Operating, Actively Managing RCRA-regulated Waste
PTCP	Permit Terminated/permit Expired, Not Continued - Closed With Waste In Place
PTDC	Permit Terminated/permit Expired, Not Continued - Delay Of Closure
PTIN	Permit Terminated/Permit Expired, Not Continued - Inactive/Closing, but not Yet RCRA closed
PTOP	Permit Terminated/Permit Expired, Not Continued - Operating, Actively Managing RCRA-Regulated Waste
RDCP	Research, Development, And Demonstration Permit - Closed With Waste In Place
RDDC	Research, Development, And Demonstration Permit - Delay Of Closure
RDIN	Research, Development, and Demonstration Permit - Inactive/Closing, but not Yet RCRA closed
RDOP	Research, Development, and Demonstration Permit - Operating, Actively Managing RCRA-Regulated Waste
RQOP	Requested But Not Approved - Operating, Actively Managing RCRA-regulated Waste
RUCP	Permit-by-rule - Closed With Waste In Place
RUDC	Permit-by-rule - Delay Of Closure
RUIN	Permit-by-rule - Inactive/closing, But Not Yet RCRA Closed
RUOP	Permit-by-rule - Operating, Actively Managing RCRA-regulated Waste
TADC	Temporary Authorization - Delay Of Closure
TAIN	Temporary Authorization - Inactive/closing, But Not Yet RCRA Closed
TAOP	Temporary Authorization - Operating, Actively Managing RCRA-regulated Waste

CODES USED IN THE REPORT

Source codes describe the type of process or activity (i.e., source) from which a hazardous waste was generated. Review the groups and pick the appropriate code.

Wastes from Ongoing Production and Service Processes (waste from general day to day manufacturing, production, or maintenance activities)

G01 Dip, flush or spray rinsing (using solvents to clean or prepare parts or assemblies for further processing - i.e. painting or assembly)
G02 Stripping and acid or caustic cleaning (using caustics to remove coatings or layers from parts or assemblies)
G03 Plating and phosphating (electro- or non-electroplating or phosphating)
G04 Etching (using caustics or other methods to remove layers or partial layers)
G05 Metal forming and treatment (pickling, heat treating, punching, bending, annealing, grinding, hardening, etc.)
G06 Painting and coating (manufacturing, building, or maintenance)
G07 Product and by-product processing (direct flow of wastes from chemical manufacturing or processing, etc.)
G08 Removal of spent process liquids or catalysts (bulk removal of wastes from chemical manufacturing or processing, etc.)
G09 Other production or service-related processes from which the waste is a direct outflow or result (specify in comments)

Other Intermittent Events or Processes

G11 Discarding off-specification or out-of-date chemicals or products (unused chemicals or products - corresponds to P and U hazardous waste codes)
G12 Lagoon or sediment dragout and leachate collection (large scale operations in open pits, ponds, or lagoons)
G13 Cleaning out process equipment (periodic sludge or residual removal from enclosed processes including internal scrubbing or cleaning)

G14 Removal of tank sludge, sediments, or slag (periodic sludge or residual removal from storage tanks including internal scrubbing or cleaning)

G15 Process equipment change-out or discontinuation of equipment use (final materials and residuals removal including cleaning)

G16 Oil changes and filter or battery replacement (automotive, machinery, etc)

G19 Other one-time or intermittent processes (specify in comments)

Pollution Control and Waste Management Process Residuals

G21 Air pollution control devices (baghouse dust or ash from stack scrubbers or precipitators; vapor collection, etc.)

G22 Laboratory analytical wastes (used chemicals from laboratory operations)

G23 Wastewater treatment (sludge, filter cake, etc., including wastes from treatment before discharge by NPDES or POTW or by UIC disposal)

G24 Solvent or product distillation or recovery (sludge, waste solvent, bottoms, from recovery/recycling of used product)

G25 Hazardous waste management - indicate management method (for residuals from regulated hazardous waste treatment processes - enter the related H code)

G26 Leachate collection (from landfill operations or other land units)

G27 Hazardous residual from treatment or recovery of universal waste

Spills and Accidental Releases

G31 Accidental contamination of products, materials, or containers (other than G11)

G32 Cleanup of spill residues (infrequent, not routine)

G33 Leak collection and floor sweeping (ongoing, routine)

G39 Other cleanup of current contamination (specify in comments)

Remediation of Past Contamination

G41 Closure of hazardous waste management unit under RCRA

G42 Corrective action at a solid waste management unit under RCRA

G43 Remedial action or emergency response under Superfund

G44 State program or voluntary cleanup

G45 Underground storage tank cleanup

G49 Other remediation (specify in comments)

Waste Not Physically Generated On Site

G61 Hazardous waste received from off site for storage/bulking and transfer off site for treatment or disposal

For codes G63 - G75

Hazardous waste received from a foreign country (other than a foreign Department of Defense site, Maquiladora, U.S. territory or protectorate). This site was the generator of record and is the U.S. Importer.

Enter the appropriate code from the list below -

G63 Hazardous waste received from Antarctica

G64 Hazardous waste received from Aruba

G65 Hazardous waste received from Bahamas

G66 Hazardous waste received from Belgium

G67 Hazardous waste received from Brazil

G68 Hazardous waste received from Canada

G69 Hazardous waste received from Holland

G70 Hazardous waste received from Malaysia

G71 Hazardous waste received from Mexico

G72 Hazardous waste received from New Zealand

G73 Hazardous waste received from Taiwan

G74 Hazardous waste received from Venezuela

G75 Hazardous waste received from other foreign country - see Comments for country name

Management Method codes describe the type of hazardous waste management system used to treat, recover, or dispose of a hazardous waste. Select the final substantive method used. Review the groups and pick the appropriate code.

Reclamation and Recovery

H010 Metals recovery including retorting, smelting, chemical, etc.

H020 Solvents recovery (distillation, extraction, etc)

H039 Other recovery or reclamation for reuse including acid regeneration, organics recovery, etc. (specify in comments)

H050 Energy recovery at this site - used as fuel (includes on-site fuel blending before energy recovery; report only this code)

H061 Fuel blending prior to energy recovery at another site (waste generated either on site or received from off site)

Destruction or Treatment Prior to Disposal at Another Site

H040 Incineration - thermal destruction other than use as a fuel (includes any preparation prior to burning)

H071 Chemical reduction with or without precipitation (includes any preparation or final processes for consolidation of residuals)

H073 Cyanide destruction with or without precipitation (includes any preparation or final processes for consolidation of residuals)

H075 Chemical oxidation (includes any preparation or final processes for consolidation of residuals)

H076 Wet air oxidation (includes any preparation or final processes for consolidation of residuals)

H077 Other chemical precipitation with or without pre-treatment (includes processes for consolidation of residuals)

H081 Biological treatment with or without precipitation (includes any preparation or final processes for consolidation of residuals)

H082 Adsorption (as the major component of treatment)

H083 Air or steam stripping (as the major component of treatment)

H101 Sludge treatment and/or dewatering (as the major component of treatment; not H071-H075, H077, or H082)

H103 Absorption (as the major component of treatment)

H111 Stabilization or chemical fixation prior to disposal at another site (as the major component of treatment; not H071-H075, H077, or H082)

H112 Macro-encapsulation prior to disposal at another site (as the major component of treatment; not reportable as H071-H075, H077, or H082)

H121 Neutralization only (no other treatment)

H122 Evaporation (as the major component of treatment; not reportable as H071-H083)

H123 Settling or clarification (as the major component of treatment; not reportable as H071-H083)

H124 Phase separation (as the major component of treatment; not reportable as H071-H083)

H129 Other treatment (specify in comments; not reportable as H071-H124)

Disposal

H131 Land treatment or application (to include any prior treatment and/or stabilization)

H132 Landfill or surface impoundment that will be closed as landfill (to include prior treatment and/or stabilization)

H134 Deepwell or underground injection (with or without treatment; this waste was counted as hazardous waste)

H135 Discharge to sewer/POTW or NPDES (with prior storage - with or without treatment)

Transfer Off Site

H141 The site receiving this waste stored/bulked and transferred the waste with no treatment or recovery (H010-H129), fuel blending (H061), or disposal (H131-H135) at that receiving site.

UNIT OF MEASURE AND DENSITY

1 Pound

2 Short tons (2,000 pounds)

3 Kilograms

4 Metric tonnes (1,000 kilograms)

5 *Gallons*

6 *Liters*

7 *Cubic yards*

Report the density only if you entered code 5, 6, or 7 for the unit of measure. Provide the density either in pounds per gallon (lbs/gal) or specific gravity (sg) and mark the appropriate box to indicate which measure was used.